

# Authorize Enrollment Transfer

To move a student from your organization/school, you must authorize the transfer request from the new organization/school.

## Prerequisites

From the header bar or the Setup menu.

From the header bar:

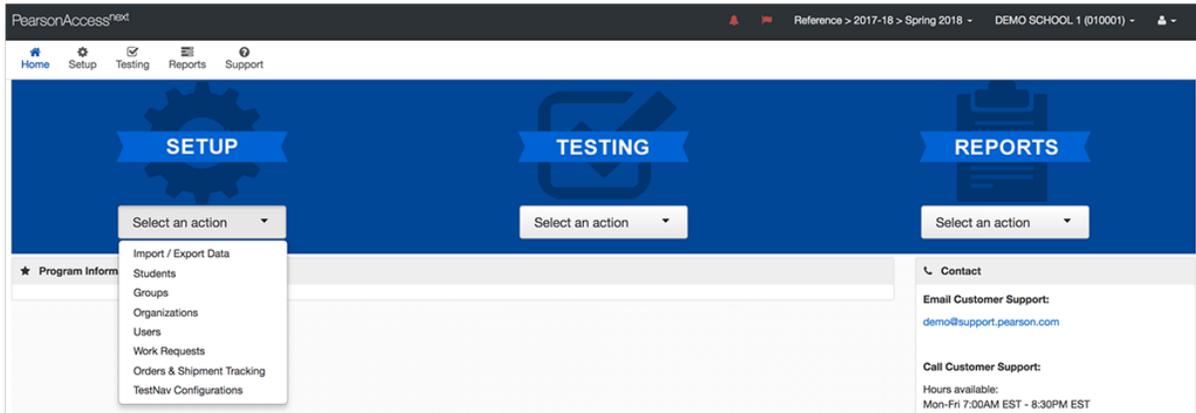
1. Click the red bell icon.
2. Select **Transfer Requests**.

From the Setup menu:

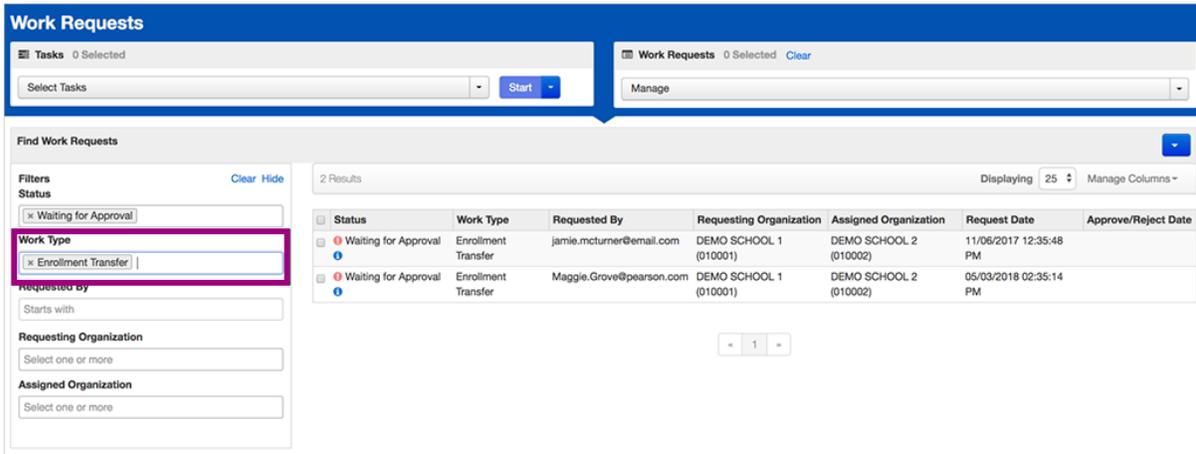
1. Select **Work Requests**.
2. Click the **Work Type** filter and select **Enrollment Transfer**.  
All transfer requests display. *To view all related requests by transfer status, click the **Status** filter, and select a transfer status.*

## Step-by-Step

1. From **Setup**, select **Work Requests**.



2. Click the **Work Type** filter and select **Enrollment Transfer**.



3. Select an enrollment transfer request(s).

### Work Requests

Tasks 0 Selected

Select Tasks Start

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**Find Work Requests**

**Filters** Clear Hide

**Status**  
 Waiting for Approval

**Work Type**  
 Enrollment Transfer

**Requested By**  
 Starts with

**Requesting Organization**  
 Select one or more

**Assigned Organization**  
 Select one or more

2 Results

<input type="checkbox"/>	Status	Work Type	Requester
<input type="checkbox"/>	<span style="color: red;">●</span> Waiting for Approval <span style="color: blue;">i</span>	Enrollment Transfer	jamie.mct...
<input checked="" type="checkbox"/>	<span style="color: red;">●</span> Waiting for Approval <span style="color: blue;">i</span>	Enrollment Transfer	Maggie.G...

4. Click **Select Tasks**, select **Approve / Reject Enrollment Transfer**, and click **Start**.

### Work Requests

Tasks 1 Selected

Select Tasks Start

- Request / Delete Enrollment Transfer
- Approve / Reject Enrollment Transfer**
- Edit Remote Testing
- Approve / Reject Remote Testing

**Filters** Clear Hide

**Status**  
 Waiting for Approval

**Work Type**  
 Enrollment Transfer

**Requested By**  
 Starts with

2 Results

<input type="checkbox"/>	Status	Work Type	Requester
<input type="checkbox"/>	<span style="color: red;">●</span> Waiting for Approval <span style="color: blue;">i</span>	Enrollment Transfer	jamie.mct...
<input checked="" type="checkbox"/>	<span style="color: red;">●</span> Waiting for Approval <span style="color: blue;">i</span>	Enrollment Transfer	Maggie.Gr...

5. Review the enrollment request and **Approve** or **Reject**.

Approve / Reject Enrollment Transfer

ENROLLMENT TRANSFERS (1)

LASTNAME14, FIRSTNAME14 (AA14)

DETAILS

LASTNAME14, FIRSTNAME14 (AA14)

State Student Identifier\*  
AA14

Last or Surname\*  
LASTNAME14

First Name\*  
FIRSTNAME14

Middle Name

Birthdate\*  
2005-01-01

Change Enrollment From  
TESTSCHOOL (AR-1234567-1111111)

Change Enrollment To  
FRANKLIN SCH 1 (AR-7654321-1234567)

Reject Enrollment Transfer Reason

Work Request Status

Waiting for Approval

Request Received  
2015-10-29

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## Video

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## Effects

After you approve the request, all student test information and demographics appear to the new school and are not visible to the original school.